

Wicomico County Department of Corrections	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2331 Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Department of Corrections / Standards Department		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Daily Razor Log			2006-2008	12.6	8/1/2011	Buried
	Weapons Locker inv.			2006-2008	11.2	8/1/2011	Buried
	Issued Cleaning supplies			2006-2008	12.6	8/1/2011	Buried
	Post Activity Sheet			2006-2008	14	8/1/2011	Buried
	Strip Search Form			2006-2008	9.8	8/1/2011	Buried
	Mail Logs			2006-2008	8.4	8/1/2011	Buried
	Laundry Sheets			2006-2008	11.2	8/1/2011	Buried
	Visitation Log			2006-2008	11.2	8/1/2011	Buried
	Professional visits Jog			2006-2008	12.6	8/1/2011	Buried
	Transportation Logs			2006-2008	11.2	8/1/2011	Buried
	Kitchen Clean schedule			2006-2008	7	8/1/2011	Buried
	Daily Utensil Log			2006-2008	7	8/1/2011	Buried
	Security equip inspection			2006-2008	7	8/1/2011	Buried
	Phone logs			2006-2008	12.6	8/1/2011	Buried
	Issued Restraints			2006-2008	11.2	8/1/2011	Buried
	Traffic logs			2006-2008	12.6	8/1/2011	Buried
	Activity Log Books			1997-2008	2.8	8/1/2011	Buried

I hereby certify that the records listed above were disposed of as indicated.

Tony S. Allen #150
Signature

Audit Coordinator
Title

9/27/2012
Date